Sanitized Onboarding Survey Dataset ReadMe Document

A document dedicated to explaining the dataset used for the 2024 MO Iron Viz competition.

# Context of Datasets

The onboarding process for a new team member is crucial in retaining talent. To make sure that onboarding process is successful, a new team member is given an option to fill out an onboarding feedback survey through an email link on their 30-day, 90-day, 180-day, and 1-year anniversaries. This feedback is then given to the HR teams in various departments so they can adjust the process.

By the nature of how the link gets sent to new hires, the survey does track the individual. However, to ensure anonymity of the data, every chart item must have at least 3 responses to be able to show up. Any demographic data will also need to follow this route as well.

There is a portion of the survey where the new team member can request to send their contact information and a small explanation of what they would like to talk about to their department’s HR team for follow-up. If this is requested, then only that team member’s contact information and discussion topic will be sent to the HR team and nothing else.

# Potential Questions to Build Towards

The goal of an onboarding survey dashboard would be to make it easier for HR Teams to find weaknesses in the onboarding process.

Potential Questions to ask yourself as you are building the dashboard:

* Are there certain demographic areas that have a worse onboarding experience than others?
* Is there are certain point in the onboarding process (30-day, 90-day, etc) that seems to be worse than others?
* Is there a certain element in the on-boarding process that needs to be improved or that is being done well?

# Overall Data Structure

Each survey type has 1 year’s worth of responses.

Each row contains one team member’s survey response.

Each column either contains a different demographic type or a survey question.

There are two separate datasets. One dataset will have these responses for 30-/90-/180-day survey responses and the other will contain the 365-day survey responses. This is because the questions in 365-day survey do not align easily with the other three surveys.

# 30/90/180-Day Onboarding Surveys’ Fields and Values

| **Question Category** | **Field Name** | **Values in Field** |
| --- | --- | --- |
| General Demographics | OnboardingSurveyType | 30-Day Onboarding Survey  90-Day Onboarding Survey  180-Day Onboarding Survey |
| TrueRecordedMonth | Mar 2023 - Feb 2024 (Mth/Yr Level) |
| TrueIncomeBracket | < $40,000 $40,000-$49,999 >= $50,000 |
| TrueAgency | Dept 1 Dept 2 Dept 3 Dept 4 Dept 5 |
| TrueTeamSize | 1-5 6-10 11-15 16-20 >21 |
| TrueWorkMetroArea | Area 1 Area 2 Area 3 |
| About the job | How clearly do you understand your current job responsibilities? | Extremely clearly Very clearly Moderately clearly Slightly clearly Not clearly at all |
| How accurately was the role described to you in the pre-hire process (i.e. are you doing what you expected you’d be doing)? | Extremely accurately  Very accurately Moderately accurately Slightly accurately  Not accurately at all |
| How interesting do you find your current role at this agency? | Extremely interesting Very interesting Slightly interesting Moderately interesting Not interesting at all |
| (30-Day/90-Day Only) Were you given all the necessary resources to perform your job duties? (E.g. equipment, knowledge of policy and procedures.) | Yes No |
| (180-Day Only) Do you have the proper equipment to perform the essential functions of your job? | Yes No |
| About the team | How clearly do you understand the objectives of your team? | Extremely clearly  Very clearly Moderately clearly Slightly clearly Not clearly at all |
| How clearly do you understand how your role contributes to the objectives of your team? | Extremely clearly Very clearly Moderately clearly Slightly clearly Not clearly at all |
| How many of the people you will primarily be working with have you been introduced to? | Most of them All of them A few of them About half of them None of them |
| Training | Overall, how effective would you say the training you have received so far has been? | Extremely effective  Very effective Moderately effective  Slightly effective Not effective at all |
| Leader | Since you've joined, have you had a conversation about your professional development with your direct leader? | Yes No |
| How useful was the professional development conversation(s) you've had with your direct leader? | Extremely useful Very useful Moderately useful  Slightly useful Not useful at all |
| Approximately how often have you had one-on-one time with your direct leader since joining? | At least twice a week  Once a week  Once every two weeks Once a month Less than once a month |
| How effective has your direct leader been at helping you resolve work-related issues so far? | Extremely effective  Very effective Moderately effective Slightly effective Not effective at all |
| Overall Experience | Based on the impression you had before joining, to what degree would you say that your experience working at this agency exceeds, meets, or falls short of your expectations? | Far exceeds expectations Somewhat exceeds expectations  Meets expectations  Falls somewhat short of expectations Falls far short of expectations |
| (30-Day/90-Day Only) My team makes me feel welcome | Strongly Agree  Somewhat agree Neither agree or disagree  Somewhat disagree Strongly disagree |
| (180-Day Only) People of all cultures and backgrounds are respected and valued here. | Strongly Agree  Somewhat agree Neither agree or disagree  Somewhat disagree Strongly disagree |
| Engagement | Overall, I am satisfied with my job at this agency. | Strongly agree  Somewhat agree  Neither agree nor disagree  Somewhat disagree Strongly disagree |
| I feel proud to tell people where I work | Strongly agree  Somewhat agree  Neither agree nor disagree  Somewhat disagree Strongly disagree |
| I am likely to recommend this agency to family or friends as a great place to work | Strongly agree Somewhat agree Neither agree nor disagree Somewhat disagree Strongly disagree |
| I generally look forward to going to work | Strongly agree  Somewhat agree  Neither agree nor disagree  Somewhat disagree Strongly disagree |
| This agency motivates me to do more than is required in my role | Strongly agree  Somewhat agree  Neither agree nor disagree  Somewhat disagree Strongly disagree |
| I intend to work at this agency for at least another two years | Strongly agree  Somewhat agree  Neither agree nor disagree  Somewhat disagree Strongly disagree |

# 365-Day Onboarding Survey’s Fields and Values

| **Question Category** | **Field** | **Values in Field** |
| --- | --- | --- |
| General Demographics | OnboardingSurveyType | 365-Day Onboarding Survey |
| TrueRecordedMonth | Mar 2023 - Feb 2024 |
| TrueIncomeBracket | < $40,000 $40,000-$49,999 >= $50,000 |
| TrueAgency | Dept 1 Dept 2 Dept 3 Dept 4 Dept 5 |
| TrueTeamSize | 1-5 6-10 11-15 16-20 >21 |
| TrueWorkMetroArea | Area 1 Area 2 Area 3 |
| Survey Questions | My team inspires me to do my best work. | Strongly Agree  Somewhat agree Neither agree or disagree  Somewhat disagree Strongly disagree |
| My direct leader offers the level of support I need. | Strongly agree  Somewhat agree  Neither agree nor disagree  Somewhat disagree Strongly disagree |
| I have acquired the skills needed to do my job to the best of my ability. | Strongly agree  Somewhat agree  Neither agree nor disagree  Somewhat disagree Strongly disagree |
| I am proud of the work I do for my organization. | Strongly agree Somewhat agree Neither agree nor disagree Somewhat disagree Strongly disagree |
| Is there anything we could have done differently to help you better settle into your position over the past 12 months? | Yes  No |